



**CITY OF MENLO PARK  
UTILITY USERS TAX  
MAXIMUM TAX PREPAYMENT  
TAX PERIOD  
July 1, 2009 through June 30, 2010**

Per section 3.14.120 - Maximum Tax - of the Utility Users Tax Ordinance, businesses can prepay the Utility Users Tax for the period July 1, 2009 through June 30, 2010 and qualify for exclusions from billing and collection of the tax by utility providers of electricity, gas, and water. The tax on these utilities is 1.0%. If you believe the combined charges for these utilities for this tax period will be at least \$1,200,000 you should consider prepaying the \$12,000 maximum tax directly to the City of Menlo Park.

Please submit this completed form along with your \$12,000 payment to the City of Menlo Park before July 20, 2009.

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Service Address\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Note: A service user with more than one meter or billing invoice per utility service at a single contiguous location may combine all billings for purposes of calculating the maximum tax amount.

List the names of all electric, gas, and water providers to the contiguous service addresses listed above: (The City will notify these providers of your exclusion from further tax assessment for the period covered.)

Electric Provider \_\_\_\_\_

Gas Provider \_\_\_\_\_

Water Provider \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Phone: \_\_\_\_\_ Print Name/Title : \_\_\_\_\_

**IMPORTANT:** You should monitor the utility bills and immediately contact the City if the tax is charged by the utility provider at the service address listed above. Also, if you change utility providers at any time, you must notify the City of the new utility provider to insure that you are not charged in excess of the maximum tax during the period covered by the prepayment.

<b>MAKE CHECK PAYABLE TO: CITY OF MENLO PARK</b>	<b>MAIL TO: CITY OF MENLO PARK ATTN: FINANCE OFFICE 701 LAUREL STREET MENLO PARK, CA 94025-3469</b>
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